

JOB POSTING

In-House/ Department Promotion Only

Closing Date: 8/17/2020

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Position Title: Administrative Assistant

Department: Family & Social Services

Work Schedule: Monday - Friday 8:00AM-5:00PM

Wage Rate: Pay Range: R:37- \$35.20 - \$39.46 / HR / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD204

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:
Human Resources
Tule River Indian Tribe of CA
140 N. Reservation Rd.
Potterville, CA 91257
E-mail: Teresa.Ceballos@tribeintertribe-nm.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



JOB DESCRIPTION

POSITION TITLE: Administrative Assistant	Worksite: Tule River Indian Reservation 120 S. Reservation Road Porterville, CA 93257
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GENERAL POSITION DESCRIPTION:

The Administrative Assistant under the direct supervision of the Family & Social Service Director will perform a variety of specialized and administrative tasks.

DUTIES & RESPONSIBILITIES:

1. Assist Director with preparation of budgets and reports.
2. Type a variety of materials consisting of letters, memos/minutes, community notices, etc.
3. Arrange and participate in meetings as directed.
4. Perform all clerical duties such as: Answer, Forward, and Prepare Mail.
5. Receive correspondence, keep requests, and coordinate requests for the department employees before they are forwarded to the Director.
6. Knowledge of employee work and their whereabouts in the absence of the Director.
7. Interacts with department and employees in a polite and professional manner.
8. Assist Director in receiving calls, community relations and complaints.
9. Manage calendar for Family and Social Services Departments.
10. Assist with planning and preparation for various meetings, events, and other department activities.
11. Ability to prioritize conflicting needs.
12. Knowledge of employment, labor and confidentiality laws.
13. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
14. All other duties assigned by the Tribal Director.

QUALIFICATIONS:

1. Graduation from a two year community college. (Relevant employment experience may be substituted for formal education on a year for year basis).
2. Two years experience in a business or administrative environment.
3. Knowledge with PL 98-608, The Indian Child Welfare Act (ICWA) and Juvenile Court proceedings preferred.
4. Able to relate culturally and work effectively with Native American community and Tribal Government.
5. Able to work efficiently with county, city, and state agencies.
6. Knowledge, experience or special interest in American Indian Culture.

7. Must have strong interpersonal skills.

8. Must be able to sign 1500 PSI.

9. Must possess a valid California Class C Drivers License and be insurable through the tube.

10. Must submit to and pass a background check in accordance with PE, ESI 430, Section 400(g) and Tribal Policy prior to employment.
11. Must successfully complete a pre-employment drug/alcohol screen and background screen.

PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and digging under performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires use and use vision to produce correspondence and work related documents. Acute hearing is required. Typically other work setting conditions. Frequently must be able to lift up to 20 pounds, severely must be able to lift up to 40 pounds, and occasionally must be able to lift up to 60 pounds. This job also may require the use of a vehicle, and an employee must be able to have these repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Family & Social Services Director
Supervisors:	None
Salary:	Pay Range E27- E33.20 \$39.46 /HR Paid Bi Weekly Overtime: Eligible
Hours:	Monday-Friday 8:00AM - 5:00PM (Hours may vary)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO for 40HR per quarter

PREFERENCE IN FILING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE, VETERANS PREFERENCE